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AFGHANISTAN

Solicitations open to: Afghan Nationals Only
Position Title: Development Program Specialist (Budget)
Type of vacancy: Single
Opening date: November 15, 2016
Closing date: November 29, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/17/03/GO

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Development Program Specialist (Budget)** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist (Budget) serves as a member of the Gender Office (GO) and works under direct supervision of the Deputy Office Director or his/her designee. This position focuses on overall financial and budget management as well as serving as an Agreement Officer's Representative or Contracting Officer's Representative (AOR/COR) for the Gender Office.

The incumbent is responsible for analyzing, managing and evaluating up to \$500 million dollar GO budgets, reports, financial plans, mortgages, pipelines, and other items that support USAID initiatives promoting gender equality and female empowerment and gender-based violence and countering trafficking in persons programming. The incumbent serves as the primary financial and budget management specialist and may serve as a program manager, agreement/contracting officer representative as necessary. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services to support effective budget management.

MAJOR DUTIES AND RESPONSIBILITIES:

Program Budget and Financial Management:

The USAID Development Program Specialist (Budget) is responsible for the overall management of Gender Office's program budget. This includes the preparation of program budget, monitoring obligation status, ensuring adequate documentation, monitoring forward funding compliance, and allocating adequate funding for program and program support. The incumbent participates in formulating the operational plan budget for all implementing mechanisms, program design and learning, and administration and oversight in line with earmarks, initiatives and directives. Perform financial analyses; prepare the financial accounting and reporting aspects of project design, implementation, modification, and close-out.

The incumbent will be responsible for coordinating with Gender Office to lead the financial reviews and follow-up decisions made during the reviews. He/she also provides significant comments/suggestions on the DO team's financial status according to forward

funding policies found in the USAID Automated Directives System (ADS).

The USAID Development Program Specialist (Budget) is responsible for coordinating with the Office of Program and Project Development (OPPD) and the Office of Financial Management (OFM) to ensure timely compilation of the quarterly accrual estimates, and tracking funds for activities implemented by partner organizations related to assigned areas of responsibility. The incumbent also provides programmatic recommendations on the use of un-sub-committed balances for on-going or new activities and ensures that budget allocations are made in accordance to the procurement and obligation plans by providing the appropriate fiscal data to be used for new and existing projects. The incumbent is an advisor on pertinent regulations that apply to the use of USAID funds by source, type, and duration.

Budget Requisition, Planning, Notification, and Obligation:

The basic function of this position is to support the Gender Office team on program budget planning, management and program development matters. In this capacity the incumbent will be managing the overall Office Gender Program budget which has a 5-year Indefinite Delivery/Indefinite Quantity (IDIQ) with multiple task orders for up to \$416 million. "Promote project" is the largest single funded commitment to gender programming in all of USAID with an opportunity to allow for possible contributions of up to \$200 million from other interested international donors. In addition, the incumbent will also manage the budget for USAID/Afghanistan's women's economic empowerment, countering trafficking in persons, and gender-based violence programming.

In coordination with the Office of Program Project and Development (OPPD) budget team, the incumbent is responsible for the overall management of the Gender Office program budget tracking and reporting. This includes the preparation of crosscutting program budgets and other essential budget support for both Mission-level planning documents (e.g., Project Appraisal Documents [PAD], financial reviews, accrual reports, portfolio reviews, procurement plans) and reporting as needed to Washington (e.g., Operational Plans [OP], Mission Resource Requests [MRR], and the Performance Plan and Report [PPR]). In particular, the incumbent is directly responsible for working the Gender Office budget through obligation plans and other tools; advise Development Objective (DO) teams on allocations of Administration and Oversight (A&O) and Program Design and Learning (PD&L) costs; track other program support funds in line with earmarks, initiatives, and directives. The incumbent is responsible for organizing and leading quarterly financial reviews and for managing timely follow-up on decisions made during these sessions with the financial management office, and for developing, maintaining, updating, and executing the procurement plan in close collaboration with the Office of Acquisition and Assistance. The USAID Development Program Specialist (Budget) is also responsible for coordinating Gender Office team in the preparation of financial plans for the Missions Development Objective Agreement (DOAG) with the host government, including regularly communicating with relevant technical offices and reconciling budget and financial data with the Office of Financial Management.

In addition, she/he advises teams through all aspects of program and activity design, including preparation of necessary feasibility studies and design documents, and ensures that such design efforts are carried out in conformity with U.S. Government statutes, USAID policies and regulations, and sound management practices. The USAID Development Program Specialist (Budget) manages field support budget reconciliations and is responsible for committing crosscutting resources, along with the Senior Program Development Specialist.

Support for Performance Management and Reporting:

The USAID Development Program Specialist (Budget) provides management support for portfolio reviews. This helps to reduce the time the DO teams spend on portfolio review preparation by ensuring that all DO teams have their respective budget data, know the format requirements, and have examples of well-documented portfolio reviews to work from. The Program Budget Specialist also assists the Project Development Officers

(PDO) in scheduling reviews, collecting issues post-review and providing teams with feedback in a timely fashion. The USAID Development Program Specialist (Budget) will coordinate with Gender Office to provide draft responses to information requests from outside agencies; responds to requests for information from Mission Management, the DO teams, engage in Audit responses and USAID/Washington.

Program Management and Activity Design:

The incumbent works within the Gender Office to provide guidance through all aspects of program and activity design, budget implications, forecast and projections including preparation of necessary feasibility studies and design documents, and ensures that such design efforts are carried out in conformity with statutes, USAID policies and regulations, and sound management practices.

He/she contributes to the design of activities (Concept Papers, Project Approval Documents, and the Action Memos for Mission Director Approval through the Office Director), and related program descriptions and statements of work. In this capacity the Development Program Budget Specialist is responsible for coordinating with Gender Office team for developing a design schedule, assisting in designing new activities, organizing appropriate reviews of work of design teams, and ensuring that program design documents include all the required sections and analyses in conformity with U.S. Government statutes, USAID policies and ADS requirements.

He/she tracks and manages all activities through the project design, budgeting, and reporting phases for the Office. He/she monitors implementation of project activities, including compliance in meeting commitments and obligations specified in the DOAG and implementation letters, conformity of operations with U.S. and host government laws, statutes, controls, and regulations and policy guidelines specified by USAID.

The incumbent assist with the preparation of program reports such as the Operational Plan (OP), Mortgage Analysis Template, Quarterly Financial Review (QFR), other financial reports, Performance Plan and Report (PPR), Performance Management Plan (PMP) indicators on a quarterly or annual basis.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A Bachelor's Degree in Financial Management, Accounting, Business Administration, Management Studies, Statistics or Economics is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: A minimum of five years of progressively responsible experience in project development, project budget planning, project cycle and budget cycle management that includes analysis and interpretation of policies, procedures, program budget data analysis with governmental, non-governmental, bi-lateral or multi-lateral donor is required. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Job Knowledge: The USAID Development Program Specialist (Budget) should have demonstrated familiarity with budget planning and management, program management; and knowledge of host-government development perspectives, objectives and priorities. The incumbent must have competency in using MS Office suite, complex excel formulas and computations. Incumbent must have knowledge of the function and operation of foreign aid programs program design, budget management and implementation principles, budget and program cycle with a thorough understanding of development planning and required coordination.

Skills and Abilities: This position requires strong operational, analytical, and managerial skills, as well as strong interpersonal skills. The Program Budget Specialist should also be able to work effectively with superiors, subordinates, colleagues and partners—both inside and outside the Mission. The incumbent must have good written and oral communication skills and be able to provide sound professional advice to senior Mission staff, as necessary. The incumbent must also have intermediate to advanced skills using MS Excel, as demonstrated through prior work experience. The incumbent must have the ability to work independently, and as a team member, in carrying out the duties described above.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Development Program Specialist (Budget) (GO 1703)**.

ANY/ALL application submissions after the closing date of November 29, 2016 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with missing required documents i.e Cover page, DS-174 and resume/CV, insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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ALL ETHNIC GROUPS AND ALL GENDERS ARE URGED TO APPLY**